

## Statement of Deficiencies

### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. The daily attendance log for children did not always include [ TIME OF DEPARTURE; SIGNATURE OF PERSON PICKING UP THE CHILD IS OFTER BLANK OR THE PERSON USES INITIALS. ]. The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

### 5305-I: Staff Attendance

Not Met

#### Findings/Corrections

5305.I. The Provider did not maintain documentation of a daily attendance record for staff, including the director/owner, to include the time of arrival and departure. Staff shall document their time in/out when not on the child care premises. ONE STAFF WORKING IN THE EVENING NEVER RECORDS ARRIVAL AND DEPARTURE TIMES. DIRECTOR LEAVES THE CENTER AND LATER RETURNS AND THESE TIMES ARE NOT RECORDED.

### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.1. The Provider did not have an application/staff information form to include the name, date of birth, address and telephone number, previous training/work experience, educational background, employee's start date for staff: [ DOH 4/6/04 ].  
5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for staff: [ DOH 4/6/04; 11/19/04; 11/5/04; 11/19/04; 10/1/04; 8/2/04; 1/26/04].  
5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for staff: [ DOH 11/5/04; 10/1/04; 8/2/04; 1/26/04 ]. 11/19/04; 11/19/04 HAVE UNTIL 12/19/04 TO OBTAIN PHYSICALS.  
5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for staff as follows: DOH 11/19/04; 11/5/04; 11/19/04. Documentation of submission **was** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

## Statement of Deficiencies

### 5312-A: Orientation Training

Not Met

#### Findings/Corrections

5312.A. Provider lacked documentation that staff, [ DOH 11/19/04; 11/5/04; 11/19/04; 10/1/04; 8/2/04; 1/26/04 ], received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Provider lacked documentation that staff, [ DOH 11/17/04 ], have annually reviewed the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

### 5312-E: CPR and First Aid

Not Met

#### Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [ 2 ] of [ 7 ] staff had documentation of this certification.

5312.E.3. The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [ 2 ] of [ 7 ] staff had documentation of this certification.

## Statement of Deficiencies

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### 5319-J: Daily Report for Infants

Not Met

#### Findings/Corrections

5319.J. The provider lacked a daily written report for [ 8 ] of [ 8 ] infants to include liquid intake, food intake, child's disposition, bowel movements, eating and sleeping patterns.

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### 5319-M: Drinking Water

Not Met

#### Findings/Corrections

5319.M. Water is given to infants and the provider lacks written instructions from the parents on file.

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### 5319.N: Food Permitted In Center

Not Met

#### Findings/Corrections

5319.N.1. Bottled formula for infants was not labeled with the child's name or initials. CAPS AND BOTTLES

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### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider did not document observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented.

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### 5321-L: Illnesses and Unusual Behavior

Not Met

#### Findings/Corrections

5321.L. The Provider did not maintain documentation of unusual behavior that occurred in the center to include:

- child's name;
- type/description of illness or unusual behavior;
- date and time of onset;
- action taken;
- time of parental notification; and
- signature of person notifying parent.

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### 5323-A: Indoor Space Required

Not Met

#### Findings/Corrections

5323.A.2. The center did not have a minimum of 35 square feet of indoor play space per child. Provider is licensed to care for [ 40 ] children and [ 41 ] children were present.

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### 5325-L: Appropriate Sleeping Arrangements

Not Met

#### Findings/Corrections

s 5325.L. There was not individual and appropriate sleeping arrangements provided for children as [ TWO INFANTS WERE OBSERVED SLEEPING IN SWINGS AND THEY WERE NOT MOVED TO THEIR BEDS. ].

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## Statement of Deficiencies

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**5325-S: Crib Slats****Not Met****Findings/Corrections**

5325.S. Crib slat spaces were greater than 2 3/8 inches. FOR TWO BEDS IN THE INFANT ROOM.

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**5325-V: Infant Walkers****Not Met****Findings/Corrections**

5325.V. The Provider did not prohibit infant walkers from the center as required. An infant walker [ WAS OBSERVED WITH A CHILD USING IT. ].

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**5327-A: Locked Harmful Substances and Equipment****Not Met****Findings/Corrections**

5327.A. Prescription and over-the counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful to or that it should be kept out of the reach of children were not locked away from children as evidenced by [ HAND SANITIZER AND AIR FRESHENER WERE OBSERVED ON AN OPEN SHELF IN AN AREA USED BY CHILDREN ]. ROOM 5 IS NOW USED FOR STORING A VARIETY OF ITEMS AND DOES NOT HAVE DOORS TO KEEP CHILDREN OUT OF THE STORAGE AREA.

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**5327-L: Clean of Hazards****Not Met****Findings/Corrections**

5327.L. The yard were not free of hazards as [ TREE BRANCHES WERE OBSERVED IN THE YARD. ].